



## STATE DEPARTMENT OF EDUCATION

P.O. BOX 83720  
BOISE, IDAHO 83720-0027

TOM LUNA  
STATE SUPERINTENDENT  
PUBLIC INSTRUCTION

### Division of Student Transportation

## Student Transportation Reimbursement Claim Form Instructions for Online Reporting 2007-2008 School Year

This annual transportation report is designed to accommodate six methods of reporting costs of the student transportation program for reimbursement purposes. All districts (Contracted, District Owned, In-Lieu Only, and Home-Based Public Virtual Schools) must complete Schedule C, including mileage information on Lines 34 through 42 where applicable.

- **District-Owned Actual Cost Schedule A** is for districts reporting all approved operational costs, excluding administrative.
- **District-Owned Administrative Allowance Schedule B** is for districts reporting limited approved operational costs, including a 7.5% administrative allowance.
- **Contracted Schedule C** is for districts contracting student transportation. Schedule A operational costs shall be reported for pre-approved district operational costs in excess of contract costs. Salary and benefits for liaison personnel (one person only) should be reported on Schedule A.
- **Combination Schedule A** is for districts with combination contracted and district-owned operations.
- **In-Lieu Only** is for districts with all student transportation provided by parents or guardians in-lieu of school buses.
- **Home-Based Public Virtual School Schedule A** is for home-based public virtual schools costs of providing educational services to students, per IC 33-1002 and 33-1006. To be eligible, such a school shall have at least one average daily attendance divisor, pursuant to section 33-1002, Idaho Code, that is greater than the median divisor shown for any category of students, among the actual divisors listed.

### ***Instructions to submit the Student Transportation Reimbursement Claim Form in (S.I.S.T.R.) System for Idaho School Transportation Reporting:***

- Log on to <http://www.sde.idaho.gov/Transportation/default.asp> and click on the School Transportation Reporting System picture box.
- In the log in box for S.I.S.T.R. select the district or charter number from the Username drop down list.
- Type in previously assigned password and click "Sign In." If you are unable to locate your password, click the "Forgot Password?" link and fill in the information. Once information is verified, password will be sent via e-mail to the e-mail address provided.
- Fill in Contact Information and Save. This information will be used to send you updates on the reports submitted and other district information. Please verify information is accurate. This will then connect to a list of reports available for online entry and online submission.

- Click on the Reimbursement Claim Report – Due September 30, 2008. This will connect to a list of reimbursement claim forms for each type of busing operation. Select appropriate reimbursement method (District Schedule A – Actual Cost, District Schedule B – 7.5% Administrative Allowance, Contracted, Combination District Owned and Contracted, In-Lieu Only, or Home-Based Public Virtual School.)
- Follow online directives or instruction sheet to enter data.
- See list of “Required Supporting Documentation” at bottom of claim form. Click “Electronically” to email required documentation or click “Hard Copies” to view address for submitting documentation.
- After information is entered, click “Save” if you would like to continue editing or review and add more information. Once all information is entered and ready to send to SDE, click “Finished/Final Submit” to save and submit your claim form. **WARNING: Once “Finished/Final Submit” is clicked you are no longer able to edit information for the claim form. Also, failure to add mandatory footnotes and pre-approval notes before submitting may result in lost data. Please be sure to add footnotes and pre-approval notes where appropriate before clicking “Save” or “Finished/Final Submit.”**
- SDE does not need a hard copy of this report; however, you may want to print one for your records. The report may be viewed online at any time by log in to S.I.S.T.R. and click “View All Submitted Reports & Requests.”

## Instructions for Each Field:



Anywhere you see this symbol, click it to add mandatory footnotes.




Anywhere you see this symbol, click it to add mandatory pre-approval notes.

**NOTE:** Failure to add mandatory footnotes before clicking "Finished/Final Submit" may result in lost data. Please be sure to add footnotes and pre-approval notes where appropriate.


***"TAB" BETWEEN DATA CELLS. SHADED COLUMNS ARE FOR S.D.E USE ONLY.***

### **SALARIES -**

- Line 1. **Bus Drivers** - Salaries paid to all bus drivers who drive "yellow school buses" for both reimbursable and non-reimbursable miles. All salaries paid to bus drivers while attending SDE approved "yellow school bus" driver training sessions should be included.
- Line 2. **Bus Assistants** - Salaries paid to on-bus assistants. Bus assistants not assigned pursuant to an IEP requirement or documented safety need should not be included.
- Line 3. **Bus Technicians/Mechanics** - Salaries paid to school bus technicians (mechanics) for time spent working on "yellow school buses" and eligible support vehicles used solely in transportation (shuttle car or shop truck). District should prorate technician's ineligible salary between programs for time spent working on other non-conforming vehicles, over-the-road coach buses, student vans, grounds or maintenance vehicles and equipment, etc. District should use work orders to track technician's time on ineligible vehicles and submit documentation with the claim form that verifies how the prorate amount or percentage is determined.
- Line 4. **Transportation Supervisor** - Salary paid to the designated transportation supervisor for supervisory duties directly related to the student transportation operation. Superintendent, assistant superintendent, business manager, payroll personnel, building maintenance supervisor, and principal salaries do not qualify. Transportation supervisors with other student transportation responsibilities (route driver, technician, driver trainer, etc.) should report their salary split between responsibilities on Lines 1-7.
- Line 5. **Driver Trainers/Other Program Coordinators** - Salaries paid to driver trainers and other program coordinators.
- Line 6. **Dispatcher/Secretary** - Salary paid to dispatcher, transportation administrative assistant, transportation record keeper, etc. (may be full-time or part-time).
- Line 7.  **Other Program Staff** - Salary paid to persons responsible for the cleaning, washing, and moving of "yellow school buses." These costs must be clearly identified as transportation related (click the online "note" symbol to identify). Crossing guards, loading or unloading area monitors, and custodian salaries do not qualify.


**NOTE:** *Personnel who divide their responsibilities between the different job classifications listed above should have their salaries prorated and posted accordingly. No individual shall exceed FTE of all funding sources (IBEDS).*




## **BENEFITS -**

- Line 8. **Life Insurance** - Premiums paid for life insurance to cover employees listed on Lines 1-7.
- Line 9. **Health Insurance** - Premiums paid for health insurance to cover employees listed on Lines 1-7.
- Line 10. **Physical Examinations and Drug Screening** - Costs for physical examinations, drug testing, and alcohol testing for employees listed on Lines 1-7. Fingerprinting and criminal background checks are non-reimbursable costs. (33-130, Idaho Code)
- Line 11. **Workers' Compensation** - Premiums paid for Workers Compensation to cover employees listed on Lines 1-7. Amount claimed should reflect all workers compensation credits, experience modifications, and premium discounts. Amount claimed should also be adjusted for any workers compensation tied to prorated technician salary or bus driver salary while driving ineligible vehicles (vans or over-the-road coach buses).
- Line 12. **FICA** - Employer's portion of FICA costs for employees listed on Lines 1-7.
- Line 13. **PERSI** - Employer's portion of PERSI contribution for employees listed on Lines 1-7.
- Line 14. **PERSI Sick Leave** – *Include any sick-leave benefit costs on Line 14.*
- Line 15.  **Other** - Any other costs the district incurs pursuant to negotiated benefits for employees listed on Lines 1-7 (click the online "note" symbol to identify). Other employee incentives (early retirement, bonus payments, awards, personal mileage, etc.) are non-reimbursable costs.

**NOTE:** *All benefits are directly related to student transportation program salaries. Any prorated personnel salaries on Lines 1-7 should generate proration of all related benefits. No benefit amounts should be claimed on personnel whose salaries (or prorated salaries) are not reflected in Lines 1-7.*

## **PURCHASED SERVICES -**

- Line 16.  **Pre-approved Leased and Chartered School Buses** - Costs for leasing "yellow school buses." Leasing "yellow school buses" on a short-term, emergency basis must receive prior SDE approval (click the online "approval" symbol to verify). Not to be confused with lease-purchase or contracting service.

- Line 17.  **Short-term Equipment Rental** - Costs of renting equipment for use in student transportation on a short-term, emergency basis. Must receive prior SDE approval (click the online "approval" symbol to verify). Renting non-conforming vehicles (vans, charter buses, etc.) are non-reimbursable expenses. Renting equipment for use in upgrading, maintaining, or making repairs to garage facilities or grounds are non-reimbursable expenses.
- Line 18. **Contracted Repairs and Maintenance** - Costs of contracting or outsourcing repairs and maintenance related to or on "yellow school buses" (district personnel do not perform the work). Repairs to any non-conforming or support vehicle, radio maintenance agreements, property improvements, and snow removal are non-reimbursable.
- Line 19. **Utilities in Bus Garage** - Utility costs for the transportation facility (electricity, garbage, telephone, water, etc). Transportation facilities shared by other programs should have utility costs prorated and reported accordingly. Costs for two-way radio repeater service and limited cell phone service (two per district) should be reported here. Base station, portable two-way radio, telephone equipment, and pagers are non-reimbursable.
- Line 20.  **Computer Bus Routing Software with prior approval for FY08** - Costs incurred for the purchase and maintenance of software designed to assist in "yellow school bus" routing efficiencies. Annual maintenance fee must be pre-approved annually at the beginning of each school year (click the online "approval" symbol to verify). Computer hardware, software training, and field trip or maintenance software are non-reimbursable.
- Line 21. **Training and Travel Expense** - Costs incurred by employees on Lines 1-6 for transportation related travel. Reimbursement for travel expenses and registration fees is limited to either the IAPT Summer Conference (4 persons) or the STN Conference (2 persons), but not both. Reimbursement for NAPT and Special Needs Conference is limited to one person per region. SDE regional driver trainer or technician workshop reimbursement is limited to six (6) persons. All other workshops or trainings are non-reimbursable without prior SDE approval. Professional fees and travel expenses charged by experts in their field for training presentations are reimbursable only with prior SDE approval. Employee salary for training attendance should be reported under salaries. Employee mileage reimbursement and other employment entitlements should be shown under "other benefits." Bus driver per diem expenses for field/extracurricular trips, driver training meals, regional bus safety competition, and videos are non-reimbursable.
- Line 22.  **Other** - Any other purchased services (click the online "note" symbol to identify). In-state driver record checks, large newspaper ads, large print jobs, copier lease/maintenance agreements, custodial service, trophies, gifts, magazine subscriptions, and membership dues are non-reimbursable.

## **SUPPLIES -**

- Line 23. **Fuel in Yellow School Buses Only** - All fuel (gasoline and/or diesel) costs for "yellow school buses" for both reimbursable and non-reimbursable trips. Includes credit card purchases when related mileage is included on Schedule C. Fuel tax refunds should be credited to the district's fuel account. Fuel in non-conforming support vehicles, shop trucks, shuttle cars, over-the-road coach buses, student vans is non-reimbursable.



- Line 24. **Fuel Tax Refund Amount or Note if Dyed Fuel Purchased** – For informational purposes only; line does not calculate into formula on claim form. Fuel Tax refunds should be shown as a credit to the fuel account. The amount shown on this line indicates the amount of tax credits received that were credited to the fuel account on Line 23. (Click the online “note” to identify if fuel purchased is dyed or undyed.) Submit a copy of all tax refund applications or verification of fuel supplier not invoicing for fuel taxes, or proof of dyed fuel purchase for use in school buses.
- Line 25. **Oil and Lubricants** - All lubrication and oil costs for "yellow school buses" only. Includes credit card purchases when related mileage is included on Schedule C.
- Line 26. **Shop Materials and Parts** - All costs for replacement parts used on "yellow school buses" included on the district's annual certification/inventory odometer report. All district owned "yellow school buses" used to transport students to and from school or on related activities should be included on the district's annual certification/inventory odometer report. Parts used on non-conforming support vehicles, shop trucks, shuttle cars, over-the-road coach buses, and student vans are non-reimbursable. Insurance claim revenues (related to a collision) should not be reported as revenue but should be credited to the district's shop materials and parts account.
- Line 27. **Office and Training Supplies** - Office supplies used in the transportation facility. Supplies are things that can be “used up.” Large maps, large print jobs, large newspaper ads, training videos, office equipment, office furniture, copier lease/maintenance, magazine subscriptions, water purifier stands, and driver medicine cabinet supplies are non-reimbursable.
- Line 28. **Cleaning** - All costs for cleaning supplies used only in the transportation facility or for the cleaning of "yellow school buses."
- Line 29. **Coveralls/Rags, Laundry Service** - Costs for outsourcing to a laundry service that provides technician uniforms and rags (limited to five uniforms/week) OR costs for purchase of technician uniforms (limited to five uniforms for new-hire and three replacement uniforms per year) and rags when district provides laundry service in-house. Reimbursement is limited to either in-district OR outsource, but not both. Bus driver uniforms, jackets, and shirts are non-reimbursable.
- Line 30. **Hand Tools** - Costs for expendable hand tools used only in the student transportation program. (**Expendable**, as used here, means a tool that is more cost effective to replace than repair.) Refer to Student Transportation Manual for examples of reimbursable and non-reimbursable hand tools. Limited to \$400/technician/year (\$1,200 with proof of three year amortizing).
- Do not report on Schedule A or B any maintenance and operational costs on district-owned student transportation shop trucks or vehicles used to shuttle drivers to and from their remotely parked route buses. Mileage will be reported on Schedule C for a flat reimbursement rate.**

## **CAPITAL OUTLAY -**

- Line 31. **Radios – Two-Way Communications** - Costs for new two-way radios purchased and installed in school buses only. Radios are the only capital outlay expenditure reimbursable other than the purchase of school buses. Cell phone equipment, base station, repeater equipment, and lease of real property are non-reimbursable. (Exceptions allowed on cell phone service and repeater equipment with advance SDE approval on a case-by-case basis.)

## **INSURANCE -**

- Line 32. **Property Loss for Garage Structure Only** - Insurance premiums paid for property loss insurance on the transportation facility only. Transportation facilities shared by other programs should have insurance costs prorated and reported accordingly. Other insurance premium costs (injury, loss of contents, liability, etc.) are not to be included (6-927, Idaho Code).
- Line 33. **Total Costs** - Total costs of Lines 1 through 32, excluding informational Line 24.

## **SCHOOL BUS MILEAGE -**

**MILEAGE REPORT - ALL MILEAGE ON DISTRICT-OWNED, CONTRACTED, OR COMBINATION THEREOF SHALL BE INCLUDED ON LINES 34-42. (Schedule C)**


***All categorized bus miles should be reconciled with annual bus mileage using fiscal year beginning and ending odometer readings as reported on the district's annual school bus inventory report.***

- Line 34. **Regular To/From School** - Miles traveled by "yellow school buses" while transporting students to and from school, including year-round schools. Miles reported should include both district and contractor mileage.
- Line 35. **Unique To/From School** - Miles traveled by "yellow school buses" while transporting students to and from special school programs, i.e., IRI, NCLB, before/after school tutoring, detention, flexible scheduling, etc. Miles reported should include both reimbursable and non-reimbursable mileage and both district and contractor mileage.
- Line 36. **Field Trips** - Miles traveled by "yellow school buses" on reimbursable and non-reimbursable field trips following State Board of Education rule which reads, approved school activities that are an integral part of the total education program (*curriculum driven, entire class and grade affected*) and occur during the regular school week and year and do not extend more than 100 miles beyond the boundaries of the state of Idaho. (See SDE Field Trip Flow Chart and Student Transportation Manual for examples. Non-reimbursable field trips are recreational trips, competitive performance, rewards, social, overnight or weekend trips, etc).
- Line 37. **Extracurricular/Activities** - Non-reimbursable miles traveled by "yellow school buses" on extracurricular trips for those activities under the jurisdiction and sponsorship of the Idaho High School Activities Association and any other school activity that is scheduled and held for competition purposes (See SDE Field Trip Flow Chart and Student Transportation Manual for examples).



- Line 38. **Shuttle Trips** – Miles traveled by "yellow school buses" between schools for educational programs are reimbursable miles, but shuttle trips between schools for extracurricular activities or at student request are not reimbursable miles. Activity buses that take students and/or athletes home after regular school hours are non-reimbursable miles. Costs for transporting non-eligible, non-public students and non-student riders shall be calculated and reflected on Line 60.
- Line 39. **Summer Programs – IRI, ESY Sp. Ed., Migrant Ed** – Miles traveled by "yellow school buses" for to and from school transportation for Idaho Reading Indicator (IRI), Extended School Year (ESY) special education, and summer migrant education programs are reimbursable. All other summer programs are non-reimbursable. Costs for transporting non-eligible, non-public students and non-student riders shall be calculated and reflected on Line 60.
- Line 40. **Other** - All other "yellow school bus" miles not included in Lines 34 through 39 should be included here. Miles accumulated in moving "yellow school buses" to facilities for repair/maintenance and test-driving miles are reimbursable. Mileage related to the leasing of district-owned "yellow school buses" (shown on the annual certification/inventory report) to private groups or other public entities shall be reported on the claim as non-reimbursable and any costs associated with the non-reimbursable miles (salaries, benefits, fuel, depreciation, etc.) shall be appropriately reported on the claim. Miles traveled by contractor-owned "yellow school buses," not associated with district's student transportation program, should be tracked by the contractor, but not reported on the claim.
- Line 41. **Other Student Trip Miles** – For informational purposes only. Mileage in non-conforming vehicles to transport students to and from school-sponsored activities or field trips, i.e., chartered or district-owned over-the-road coaches or vans. Note: Any expenses tied to these vehicles should not be submitted for reimbursement. Technician salary and benefits, and shop utilities should be pro-rated for time spent on over-the-road coaches, vans, and any other non-transportation vehicle.
- Line 42. **Total Mileage** - Total reimbursable and non-reimbursable miles. (District Owned – Total fleet miles on Annual School Bus Inventory/Odometer Report should agree to Total Mileage Line 42.)

## **CONTRACT BUSING OPERATION (Schedule C) -**

- Line 43. **Reimbursable Contract** - Reimbursable costs for contractor-owned school buses and related student transportation service provided to the school district. Reimbursable costs are those tied to reimbursable miles. (For explanations refer to the SDE Student Transportation Manual.)
- Line 44.  **Pre-approved District Costs** – Normally all school district costs associated with administration of the contract and contract student transportation operation (liaison) are non-reimbursable. However, exceptions may be allowed when necessary, significantly unique and pre-approved (case-by-case basis). Then, contracting districts are eligible for one district liaison contract manager's related salary and benefits. District bus assistant salaries and related costs are reimbursable when assigned pursuant to an IEP and not provided by the contractor. Equitable and similar costs to district-owned operations will



be the primary consideration when considering requests for reimbursement of costs above the basic contract. (Click the online "note" symbol to identify personnel.) Report fuel escalators costs only tied to reimbursable miles.

- Line 45. **Non-reimbursable Contract** – Non-reimbursable costs for contractor-owned school buses. Non-reimbursable costs embedded within the contract must be reported as non-reimbursable costs. Report fuel escalators costs tied to non-reimbursable miles. (See the SDE Student Transportation Manual for examples.)
- Line 46. **Total Contract** - Total costs for district contracted student transportation services.

### **HOME-BASED PUBLIC VIRTUAL SCHOOL OPERATION** **(Schedule C) -**


- Line 47. **Internet Connection** - Total costs for Internet connection service between the student and the education provider, not including cost of telephone service. Server hosting cost is non-reimbursable.
- Line 48. **Student Electronic/Computer Equipment** - Total costs for equipment used by the student to transmit educational material between the student and education provider.
- Line 49. **Toll-Free Telephone Service** - Total costs for education provider toll-free telephone service. Long distance and cell phone service are non-reimbursable.
- Line 50. **Education-Related Mileage** - Total costs for providing education-related, face-to-face visits by representatives of the home-based public virtual school. Limited to mileage costs set for state employee travel.
- Line 51. **Total Home-Based Public Virtual School Operation** - Total costs of Lines 47 through 50.


### **REIMBURSEMENT CALCULATION (Schedule C) -**

- Line 52. **Total Schedule A or B Costs** - Enter the total transportation cost figure from Line 33.
- Line 53. **Total Mileage** - Enter the total miles traveled by both contractor and district-owned "yellow school buses" from Line 42, Total Miles Column. Do not include "Other Student Trip Miles."
- Line 54. **Reimbursement Factor** - Divide Line 52 by Line 53 and enter results (to 4 decimal places).
- Line 55. **Total Reimbursable Miles** - Enter total reimbursable miles from Line 42, Reimbursable Column.
- Line 56. **Reimbursable Costs** - Multiply Line 55 by Line 54 and enter the results.

Line 57. **IRI Reimbursements Received** – Enter any IRI money (transportation related) received in fiscal year 2008.

Line 58. **Medicaid Transportation Reimbursements Received** – Enter any Medicaid money (transportation related) received in fiscal year 2008.

Line 59.  **Other Reimbursements Received** - Enter any money received by the district for transportation service provided when mileage associated with the service provided is reported as reimbursable (see 33-1501, Idaho Code). Example: an organization sponsoring a field trip that is classified as reimbursable mileage. Revenues received for leasing of school buses to private or other public entities should not be reported here (see 33-1512, Idaho Code); however, the mileage associated with the lease or rental shall be reported as non-reimbursable. Other revenue examples are fees paid to the district by non-public students, non-students or ineligible students riding to-from school with eligible riders. (Click the online "note" symbol to identify.)

Line 60.  **Adjustments for Non-student Riders & Non-public Students** - Enter adjustment for district-absorbed costs of transporting non-public students and non-student riders on a "yellow school bus". District-generated formulas used to calculate these costs should provide rationale for verifying true costs of the service provided. For example, district receives payment for transporting non-public student and any costs not covered by that private reimbursement must be adjusted for on Line 60. (Examples: parents riding to schools to serve as classroom aides, non-public school riders, non-student riders, district patrons, etc.) Dually enrolled and ineligible students may ride existing bus runs, and to and from an eligible bus stop, on a "space available" basis provided that neither time, mileage, or other appreciable cost is added as a result of this service. (Click the online "note" symbol to identify formula.)

Line 61. **Adjusted Costs** - Subtract Line 57, Line 58, Line 59 and Line 60 from Line 56 and enter the results.

Line 62. **Administrative Allowance Method** - If using Schedule B (district owned operations only), multiply Line 61 by 7.5% to calculate an administrative allowance for reimbursement and enter results.

Line 63. **In-Lieu/Special Contract Payments** - If district pays any in-lieu or special contract costs, enter the total figure. In-lieu payments are made to parents for transporting their students to and from the nearest bus stop or school. In-lieu payments do not include payments made to district employees for mileage or travel reimbursements (see Line 15 and 21). Special contracts are payments made to any out-of-state school district for transporting and educating Idaho students, or other SDE pre-approved contracts on a case-by-case basis. (See 33-1503, Idaho Code)

Line 64. **Contract Busing Service Reimbursable Costs** - Enter reimbursable contract costs from Line 43.

Line 65. **Home-Based Virtual School Operation Costs** - Enter reimbursable virtual school costs from Line 51.

Line 66. **District-Owned Transportation Support Vehicle Mileage** – Enter miles in district-owned non-conforming support vehicles operated by transportation personnel for eligible

support trips. This category may include miles traveled to cost effectively shuttle drivers to and from remotely parked route buses, miles traveled to repair a school bus, deliver parts, check road/route/bus stop conditions, and mileage to eligible meetings or conferences. Mileage on trips for multiple programs may be reported when the vehicle is operated by transportation personnel and transportation is the main purpose of the trip. Mileage to or from work, personal errands, transporting students, and miles not in support of transportation are non-reimbursable. Do not report mileage in personal vehicles on Line 66.

- Line 67. **SDE Program Assessment Fee** – Enter payments made to SDE during fiscal year 2008 for student transportation financial review costs, pursuant to 33-1006 and 33-1513, Idaho Code.
- Line 68. **Depreciation Allowance** - Enter fiscal year 2008 school bus depreciation amount from depreciation schedule furnished by the State Department of Education. Current depreciation schedules are available for download at <http://www.sde.idaho.gov/Transportation/library.asp> by log in to the System for Idaho School Transportation Reporting (SISTR).
- Line 69. **School Bus Replacement Fund Balance** - For informational purposes only. The amount shown on this line indicates the balance available from depreciation receipts and revenue (including leases) pursuant to the sale of any used school bus (see 33-1512, Idaho Code).
- Line 70. **Total Reimbursable Costs** - Add Lines 61 through 68 and enter result.
- Line 71. **Reimbursement Rate** – of approved costs (33-1006, Idaho Code).
- Line 72. **Reimbursement Claimed** - Multiply Line 70 by 85%.

### **ALL INFORMATION BELOW IS FOR FISCAL YEAR 2007–2008**

- Line 73. **Total Number of Buses and Routes** - Total number of "yellow school buses" used in district, including spare "yellow school buses" (should correlate with annual inventory odometer report for 2007-2008 fiscal year). Total number of a.m. routes, midday routes, and p.m. routes. A route is everything a bus does in the a.m. (a.m. route) or midday (midday route) or p.m. (p.m. route). An a.m., midday or p.m. route may be comprised of one or more a.m., midday, or p.m. runs.
- Line 74. **Total Regular and Safety Busing Ridership** -Total number of actual eligible students who ride "yellow school buses" to or from school daily. Include actual safety based students in this count and then show what portion of the total is safety based. Count each student only one time whether he or she rides one-way or both ways. Count should be the "highest average" single daily ridership taken during weekly counts assigned by SDE. Only properly enrolled public school students should be counted. Do not include ineligible, non-public or non-student riders. For purposes of home-based public virtual schools, ridership is the same as the number of students in average daily attendance.
- Line 75. **Collisions/Accidents** - Collisions (accidents) should be reported to the State Department of Education Student Transportation staff within fifteen days following the incident. The department has two forms available online for reporting collisions. Any insurance claim proceeds related to school bus repairs subsequent to a collision should

be credited to the district's shop materials and parts account. Indicate whether the district carries collision insurance (not to be confused with vehicle liability insurance).

Line 76. **District-Owned Transportation Shop and Support Vehicles** - Indicate total number of district-owned non-conforming transportation shop and support vehicles.

Line 77. **Transportation Director Vehicle** - Indicate if the district provides a technician or supervisor with a shop-type vehicle or indicate mileage if the district reimburses the technician or supervisor for use of a privately owned vehicle.

Line 78. **Academic and Activity Field Trips** – Indicate number of reimbursable academic field trips, number of non-reimbursable academic field trips, and number of non-reimbursable activity/athletic trips. If a single activity requires three buses, it is considered three trips. Enter total of all trips. Report all trips, including those taken in district-owned non-conforming vehicles; report school bus trips followed by non-conforming vehicle trips.

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***Mail or email the following supporting documents related to FY08 at the time the reimbursement claim form is submitted online:***

**DISTRICT-OWNED OPERATIONS:**

1. Chart of Accounts
2. Account detail ledger for accounts 100-681, 100-682, and 100-683.
3. Any working papers used to complete the FY08 reimbursement claim form.
4. List of student transportation employees, regular and substitute drivers, mechanics, supervisors, etc.
5. List of equipment operated or maintained by student transportation personnel, excluding school buses on inventory/odometer report. Include non-yellow buses, vans, grounds vehicles, and maintenance equipment. Include beginning and ending fiscal year odometers on non-conforming vehicles used to transport students.
6. If claiming support vehicle miles on Line 66, a report of support vehicles with beginning and ending odometers and total miles traveled. If support vehicles are shared with non-transportation programs, submit a mileage/trip log that details miles eligible for transportation reimbursement.
7. Copy of Workers Compensation "Renewal Statement/Audit Detail" for July 1, 2007 to July 1, 2008 period. If district received an in-district audit from the State Insurance Fund and an adjustment was paid/received, submit copy of audit adjustment invoice with the adjustment amount pertaining to transportation clearly identified.
8. Copy of fuel tax refund application or verification of fuel supplier not invoicing for fuel taxes for dyed fuel purchase.

**CONTRACTED OPERATIONS:**

1. Detailed FY08 account detail ledger reporting transportation payments made to the school bus contractor, plus copies of matching invoices with trip mileage and type clearly identified.

2. If expenses are claimed on Line 11, submit copy of Workers Compensation "Renewal Statement/Audit Detail" for July 1, 2007 to July 1, 2008 period. If district received an in-district audit from the State Insurance Fund and an adjustment was paid/received, submit copy of Audit Adjustment invoice with the adjustment amount pertaining to transportation clearly identified.
3. Any working papers used to complete the FY08 reimbursement claim form.

**HOME-BASED PUBLIC VIRTUAL SCHOOL OPERATIONS:**

1. Chart of Accounts
2. Account detail ledger for accounts 100-681, 100-682, and 100-683.
3. Working papers that detail per student, instructor, or mile expenses claimed on Lines 47-50. Information should outline how individual expenses are billed, i.e. Cost per internet connection fee, cost per student for equipment, and cost per mile for education-related travel.
4. If also claiming school bus expenses, submit requirements listed under either district-owned or contracted operations.
5. Any working papers used to complete the FY08 reimbursement claim form.

**IN-LIEU ONLY OPERATIONS:**

1. Chart of Accounts
2. Account detail ledger for accounts 100-681, 100-682, and 100-683.
3. Report on the number of parents/guardians receiving in-lieu transportation payments, including the per mile rate paid.
4. Any working papers used to complete the FY08 reimbursement claim form.

If you have any questions, please contact Lanette Daw, Financial Specialist, at (208-332-6832) or [LDaw@sde.idaho.gov](mailto:LDaw@sde.idaho.gov).

*Mailing address:*

Idaho Department of Education  
Student Transportation  
P.O. Box 83720  
Boise, ID 83720-0027